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CIA DETACHMENT (NPIC)

CIA/PAD(NPIC) NOTICE
No. 2-61

OPERATIONS
14 September 1961

REFERENCE: PAS Memorandum of 13 September 1961, "Guidelines for Reporting Analysts Time Accomplished on National P. I. Projects"

1. Effective immediately, all CIA/PAD(NPIC) personnel will submit weekly time sheets on National Projects to the Office-of-the-Chief, CIA/PAD(NPIC). Time charged against National Projects will conform to that set forth in paragraph one of the above referenced memorandum.
2. Information will be submitted on NPIC form NPIC-FM-31(9-61) and will include a list of all National Projects assigned to the individual analyst whether work was accomplished or not. Projects being chaired by the analyst will be so indicated by asterisk.
3. Completed time sheets are due on Friday at COB unless Saturday work is contemplated. If Saturday is a work day, the time sheets should reach the Office-of-the-Chief no later than the following Monday at 0930.

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Chief, CIA/PAD(NPIC)

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